

March 5, 2004

ETS-FTP Version 2.0 INSTALLATION INSTRUCTIONS

1. Hardware and Software Requirements

Before you can use ETS-FTP to submit quarterly reports to EPA, you first must have been registered with CAMD as an authorized user. For user registration instructions please go to our Web site at www.epa.gov/airmarkets/reporting/process.html . Each registered user will receive their own personal EPA User ID and necessary passwords. According to EPA computer security policy, users MUST NOT share User IDs and passwords. Once you have been registered as an authorized user, you can proceed to install ETS-FTP and the SecuRemote security software on your computer. Your computer will need to have Internet access through your network connection or, alternatively through a dialup connection, in order for you to communicate with the EPA computer system and submit your quarterly reports and receive the resulting feedback reports.

If this is the first time that ETS-FTP will be installed on your workstation, you will also need to install the Borland Database Engine (BDE) for ETS-FTP to function properly. The BDE software is also available through the CAMD Web site, installation instructions are provided below. Some users may need to install an upgrade for the Windows 95a Internet DLLs that are needed to access EPA's computer resources via the Internet. Contact EPA's Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqa.com) for software installation assistance.

ETS-FTP is designed for an IBM-compatible computer (Pentium or higher processing capability) having at least 32 megabytes (MB) of random access memory (RAM) and Windows 95 (or higher version) operating system. ETS-FTP will not run under UNIX. A computer with additional RAM, a faster CPU, and faster Internet connection will improve performance. For best viewing results, use a minimum screen resolution of 800x600 (256 colors).

It is not necessary to install ETS-FTP on the computer housing your Data Acquisition and Handling System (DAHS). It is only necessary for the DAHS to create and export quarterly report files which you then need to place in a location accessible to ETS-FTP. ETS-FTP may be used on stand-alone PCs (including laptops) or on a Local Area Network (LAN). If you are installing the software on a LAN, consult your LAN administrator. You must be logged on to the LAN and have the rights necessary to create and delete directories and files.

ETS-FTP requires approximately 10 MB of hard disk space for software installation. Plan to have additional storage space available to house your quarterly reports and related feedback files. See “**3. ETS-FTP's File Location Defaults and Requirements**”, below for more information.

2. Installation Instructions

First, download the ETS-FTP v2.0 installation file “ETSFTPv20.EXE” from the EPA's Clean Air Market Programs Web site at www.epa.gov/airmarkets/reporting/etsftp . Be sure to save the file to a temporary folder. Next, follow the instructions for downloading the Borland Database Engine (BDE) software installation file (BDE_FULL.EXE) and the BDE v5.2 upgrade file (BDEInfoSetup.zip) from the Web site, and save them to a different temporary folder. You will need to install the BDE and the BDE v5.2 upgrade after you install ETS-FTP. If you have an installation CD, just follow the CD instructions included below.

At any time, feel free to contact EPA's Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqa.com) for software installation assistance.

Steps 1-3 summarize the ETS-FTP installation. Steps 4 and 5 summarize the Borland Database Engine (BDE) installation.

Step 1: Locate and prepare the ETS-FTP installation files

Use Windows Explorer to locate the ETS-FTP installation archive file “ETSFTPv20.EXE” that you downloaded from the CAMD Web site. Be sure to copy this file to an empty temporary folder, and then double-click on the file to unzip the file's contents to the same folder. You should see the installation files appear in the folder, including the SETUP.EXE installation program.

If you are installing from an installation CD, place the CD in the your CD ROM drive.

Step 2: Install ETS-FTP

(a) If you are installing from the files downloaded from the CAMD Web site, go to the ETS-FTP installation subfolder you created in Step 1. Locate and double-click the SETUP.EXE program to start the ETS-FTP installation.

(b) CD Installation: if you are installing ETS-FTP from a CD, click the drive letter corresponding to your CD drive. Next, locate the ETS-FTP's SETUP.EXE program on the CD and double-click on the program to start the ETS-FTP installation.

(c) Installation: ETS-FTP will be installed to the following default application folder: C:\Program Files\ETS-FTP. You may change this default (the installation program will create the folder if it does not already exist). The installation process will also create the WORKING and SYSTEM subfolders under the main ETS-FTP folder, and will also create the ETS-FTP desktop icon. See “**3. ETS-FTP's File Location Defaults and Requirements**” for more information about these folders. **NOTE for LAN installations:** if you are installing ETS-FTP on a LAN, a private working subfolder, ETS_FTP_userid, may be created under the default Windows TEMP folder. On most PCs the default TEMP folder is identified by the TEMP

Windows environment variable as C:\TEMP or C:\WINDOWS\TEMP.

Step 3: Optional: Create a desktop Shortcut for ETS-FTP

The installation program will create the ETS-FTP program icon for you on your desktop. However, if you need to recreate the ETS-FTP icon, right-click your mouse on the desktop, select "New," and then select "Shortcut." Follow the Shortcut Wizard. Use "Browse" to locate the ETS_FTP.EXE program file (you should find it in the installation folder created in Step 2.). Name the shortcut "ETS-FTP", follow the Wizard to complete the task, and the ETS-FTP shortcut icon will appear on your desktop.

IMPORTANT: Before you can run ETS-FTP you must install the Borland Database Engine (BDE), see Steps 4 and 5:

Step 4: Locate and prepare the BDE installation files

Use Windows Explorer to locate the BDE_FULL.ZIP installation archive file that you downloaded from the CAMD Web site. Be sure to copy this file to an EMPTY temporary folder (DO NOT place it in the same folder where the ETS-FTP installation files reside). Double-click on the file to unzip the file's contents to the same folder. You should see the BDE installation files appear in the folder, including the SETUP.EXE installation program. Next, be sure to copy the BDE v5.2 upgrade file (BDEInfoSetup.zip) to this same folder and unzip the file's contents (BDEInfoSetup.EXE) to the same folder.

If you are installing the BDE programs from a CD, place the CD in your CD ROM drive.

Step 5: Install the basic BDE software and the BDE v5.2 upgrade

If you need assistance with installing the BDE software, feel free to contact EPA's Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqqa.com).

If you are installing from the files downloaded from the CAMD Web site, go to the BDE installation folder you created in Step 4. If you are installing the BDE programs from a CD, click the drive letter corresponding to your CD drive and locate the BDE installation folder. In either case, find and double-click the SETUP.EXE program to start the BDE installation. The default installation is to install the BDE software over any existing copy of the BDE registered to your system. If no existing BDE is found, the files will be installed to C:\PROGRAM FILES\COMMON FILES\BORLAND SHARED\BDE. **NOTE: if you see an error message referring to "CNF" during the BDE installation, disregard the message and continue with the installation.**

Next, install the BDE v5.2 upgrade by running the "BDEInfoSetup.exe" program. The BDEInfoSetup program will check the version of the BDE that is installed on your system, and will prompt you to continue with the v5.2 BDE upgrade installation. Follow the prompts to

complete the installation of the BDE upgrade.

The BDE components will be registered in the Windows Registry.

Step 6: Start ETS-FTP

Double-click the ETS-FTP program icon to start ETS-FTP. Alternatively you can go to your Windows “Start” menu, go to “Programs” and select “ETS-FTP Client v2.0” to start the software. The program will first perform some initialization “self-checks” after which the ETS-FTP main screen should appear. If the program fails to open correctly, be sure that you have installed the BDE software (including the BDE v5.2 upgrade) as described in Steps 4 and 5 above. If you need further assistance, feel free to contact EPA’s Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqa.com). You can also consult the ETS-FTP version 2.0 Users’ Guide or ETS-FTP’s online Help topics for more information about the program's functions and additional configuration.

3. ETS-FTP’s File Location Defaults and Requirements

The ETS-FTP installation program installs the software in a default main program folder named C:\PROGRAM FILES\ETS-FTP (you can specify a different folder name during installation). Two default subfolders, named SYSTEM and WORKING are also created. The contents of these folders are summarized below.

(a) ETS-FTP Main Program Folder

Default location is: C:\PROGRAM FILES\ETS-FTP

The ETS-FTP program files (programs, help files, resource files, etc.) are stored in the Main Program Folder. This folder must have space for files totaling approximately 8 MB.

(b) General ETS-FTP Data File Subfolder

Default location is: C:\PROGRAM FILES\ETS-FTP\WORKING

The WORKING subfolder contains quarterly reports, the IMplode.EXE program (for compressing quarterly reports prior to submission to EPA), the RANGE.EXE program (performs range, format, and readability checks for EDR Versions 2.1 and 2.2), and temporary files. This subfolder must have free disk space for files totaling approximately 1.0 MB in size, plus additional space to accommodate quarterly reports. For LAN installations, ETS-FTP needs to use a local private folder named “ETS-FTP_userid”, created under the default Windows TEMP folder.

(c) ETS-FTP System Subfolder

Default location is: C:\PROGRAM FILES\ETS-FTP\SYSTEM

The SYSTEM subfolder contains the ETS-FTP database and related files. After initial installation the database is small (approximately 0.2 MB). As ETS-FTP processes quarterly reports, the resulting tracking information, logs, and mainframe feedback files will increase the size of the database. You can manage the size of the database by deleting the completed or canceled submission entries from the Transfer History screen. This subfolder must have adequate free space for files totaling approximately 2.0 MB in size, plus enough space to accommodate the expanding database.

(d) Windows System Files (Borland Database Engine)

ETS-FTP requires the Borland Database Engine (BDE) for database management purposes. If you have not previously used ETS-FTP on your workstation, you will need to install the BDE software for ETS-FTP to function properly, see Steps 4 and 5 under “**2. Installation Instructions**”, above. The BDE installation and the BDE v5.2 upgrade files are available from the CAMD Web site. The BDE software must be installed on your local drive for both PC and LAN installations of ETS-FTP.

4. Prerequisites for Accessing EPA's Computer System Using ETS-FTP

Before you can use ETS-FTP to submit quarterly reports to EPA be sure you have completed the following tasks:

- (a) Register with EPA's Clean Air Markets Division to become an authorized user. Go to www.epa.gov/airmarkets/reporting/process.html for user registration information. Each individual who will use ETS-FTP for quarterly report submissions to EPA must have their own User ID and necessary passwords assigned by the EPA. According to EPA computer security policy, users MUST NOT share User IDs and passwords.
- (b) Install the SecuRemote software on your computer, and have your SecuRemote password handy (you must be an authorized user in order to receive your initial SecuRemote password).
- (c) Install both ETS-FTP and the Borland Database Engine, start ETS-FTP and enter your EPA-assigned User ID and associated mainframe password in ETS-FTP's Password screen.
- (d) Confirm that you have established an active connection to the Internet before you attempt to use ETS-FTP to access the EPA mainframe. Consult the ETS-FTP Users' Guide for detailed instructions on how to use the software. For technical assistance, fee free to contact EPA's Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqa.com).

5. Use of ETS-FTP for More Than One Authorized User

ETS-FTP supports one user at a time, and displays the current User's ID at the top of the screen and also in the Password screen. For best results each user should have ETS-FTP installed on their own workstation. If multiple users must share a single workstation, it is best to install a separate copy of ETS-FTP for each user under a different folder name (NOTE: the BDE upgrade only needs to be installed **once** on any individual workstation). This will help prevent users from inadvertently mixing their user IDs and password information, which can cause problems in accessing the EPA computer systems (including revoked access) and/or submitting EDR files for certain facilities. According to EPA computer security policy, users **MUST NOT** share User IDs and passwords.

6. Technical Support/Software Reinstallation

Contact EPA's Technical Support contractor (Perrin Quarles Associates (PQA) 434-979-3700 or ets@pqa.com) for assistance with ETS-FTP or BDE installations, or if you need to reinstall or repair the software as discussed below.

If serious, unrecoverable errors occur during use of ETS-FTP, it may be necessary to reinstall the software. Reinstalling ETS-FTP will not erase any quarterly reports, but you may lose the mainframe feedback reports stored in the database. The ETS-FTP database may become corrupted. Corrupted tables can be repaired if the damage is not too severe. It is prudent to save what you have completed before attempting to repair the database or reinstall ETS-FTP. During reinstallation you may also choose not to overwrite the Paradox database which contains your existing transfer logs and feedback reports. In some cases it may be best to reinstall the software to a new folder instead of attempting to replace the previous version.